

STATE CONTROLLER'S OFFICE
PERSONNEL/PAYROLL SERVICES DIVISION
P. O. BOX 942850
Sacramento, CA 94250-5878

DATE: September 4, 2007

PERSONNEL LETTER #07-014
CSU ONLY

TO: All Campuses in the Uniform State Payroll System

FROM: Don Scheppmann, Chief
Personnel/Payroll Services Division

RE: **CALIFORNIA STATE UNIVERSITY BARGAINING UNIT 3 JULY 1, 2007 SALARY INCREASE**

The agreement reached between the CSU and Bargaining Unit (BU) 3 provides for a 1.0% General Salary Increase (posted via the SCR transaction) and 3.7% General Salary Increase (GSI) effective with the July 2007 pay period. Refer to Technical Letter HR/Salary 2007-19 for further information.

Two Employment History (EH) mass updates are scheduled to begin Tuesday evening, September 4, 2007, to post beginning of July 2007 pay period effective date SCR and GEN transactions. The EH Online System will be available for inquiry and update at its normal time on Wednesday, September 5, 2007 (i.e. 7:00 am – 6:00 pm).

PPSD EH UPDATE PROCESS

All employees in BU 3 are entitled to receive a 1.0% SCR and 3.7% GSI effective the beginning of the July 2007 pay period.

Employees with an appointment expiration date that is prior to the beginning of the July 2007 pay period will be included in the EH mass update. Campuses can access a list of the employees via the CIRS Compendium Report H50, Cycle 0709, under Campus Detail, General Salary Increase. A tab-delimited file is also available by accessing report code H80, cycle 0709. Both compendium reports will be available September 5, 2007. Campuses must determine if the employees are to be reappointed or separated and key enter the appropriate transactions.

Employees with a separation effective date prior to the beginning of the July 2007 pay period may need an adjustment to their lump sum payments, if those payments extended beyond the June 2007 pay period. The SCR and GEN transactions will not be posted. PPSD will identify the affected employees and manually adjust the lump sum payments.

Faculty who have a red circle rate are not included in the EH mass update. PPSD will identify the affected employees and manually process the increases via the SCR and GEN transactions.

Employees on NDI, Supplementing with Catastrophic Leave Donations, are eligible for the SCR and GSI. If an employee was on NDI effective the beginning of the July 2007 pay period or later, the EH

mass update will post the SCR and GEN transaction and generate the new rate. The mass update will also correct any subsequent transactions with the new salary rate. However, the mass update cannot update EH records for those employees who were on NDI prior to the beginning of the July 2007 pay period. PPSD will identify the affected employees and manually process the SCR and GEN transactions as well as correct any subsequent transactions.

For employees eligible for the 1% SCR and 3.7% GEN with special payments/A54 transactions that were processed before the EH mass update, campuses should process one A54C transaction to post a correction to the salary which will combine the increases from the SCR and GEN transactions. After the mass update, use the combined SCR/GSI salary rate for new A54 transactions that are processed.

For employees on difference in pay sabbatical leave, the SCR will not show the correct salary rate. The GEN transaction effective the same date will reflect the correct rate for both the 1% and 3.7% increases. It is important that both the SCR and GEN transactions be entered or an underpayment situation may occur.

PAYROLL ADJUSTMENTS

The majority of the regular pay adjustments resulting from the SCR/GSI EH mass updates for the July and August 2007 pay period will be issued in the September 5, 2007 payroll cycle (issue date 09/06/07). Any payments not generated from the EH update will be identified and manually processed. Please allow fifteen working days from the date an employee's EH record was updated before inquiring on the employee's missing adjustment payments.

Campuses will need to submit Form STD. 674/674D to request adjustments for the following payments that have issued for the 07/2007 and 08/2007 pay periods.

- Industrial Disability (IDL).
- Temporary Disability (TD).
- Nonindustrial Disability Leave (NDI) if benefits begin in the 07/2007 pay period.

RETROACTIVITY CHARGES

All transactions as a result of the SCR and GSI are considered to be non-controllable personnel and payroll transactions. The EH transactions and adjustment payments from the mass update and PPSD manual updates will not be reflected on the Monthly Retroactivity Report. All other transactions will appear on the monthly report (see PPM Section A011 for further information). A campus may return the report identifying the items associated with the SCR and GSI along with the appropriate explanation.

CAMPUS EH PROCESSING INSTRUCTIONS

Based on the update processed by PPSD, the following is a guideline for processing various EH transactions. The transactions should be key entered in the order indicated. Note: The guideline only applies to R03 employees whose July 2007 pay period begins July 1, 2007.

1. Separations effective 06/30/07 or prior.
 - a. SCRV effective 07/01/07.

- b. GENV effective 07/01/07.
- c. SXX.

If an S70 or S71 transaction for an academic employee was keyed reflecting the old salary rate, correct the separation transaction as follows:

SXXC – enter the total amount due in Item 810, Final Settlement Pay. (Listings identifying the affected employees will be sent to the campuses.)

- 2. Separations effective 07/01/07 or later, including Leave Without Pay (S49 or 565 transactions with Job Injury Code = 7), should be processed as usual with the exception identified in #3 below. Also, do not void the SCR or GEN transaction.

If a separation transaction was keyed prior to the SCR and GEN transactions and reflects the old salary rate, correct the separation as follows:

SXXC – enter the new total amount due in Item 810, Final Settlement Pay. (Listings identifying the affected employees will be sent to the campuses.)

- 3. Employees on NDI/Leave of Absence Without Pay as of 07/01/07 and are to separate 07/01/07 or later with lump sum vacation/extra hours (Item 621) or final settlement pay (Item 810) requested on the separation transaction.
 - a. A57 or A58 effective same date as SXX and effective date hours = COB (reinstate at the old salary rate). Also, enter ‘Lump Sum Only’ or ‘Settle Only’ in Item 215, Remarks.
 - b. SCR effective same date as SXX and effective date hours = COB (enter the SCR salary rate in Item 820, Assigned Salary Rate and enter code 65 in Item 719, Detail Transaction Code).
 - c. GEN effective same date as SXX and effective date hours = COB (enter the GSI salary rate in Item 820, Assigned Salary Rate).
 - d. SXX.
- 4. Leave of Absences effective 06/30/07 or prior, including 565 transactions with Job Injury Code = 7.
 - a. SCR effective 07/01/07.
 - b. GENV effective 07/01/07.
 - c. SXX or 565.
- 5. Appointments effective 06/30/07 or prior and Item 450, Prior State Service = 1, 3, or 4.
 - a. AXX.
 - b. SCR effective 07/01/07 (enter the SCR salary rate in Item 820, Assigned Salary Rate and code 65 in Item 719, Detail Transaction Code).
 - c. GEN effective 07/01/07 (enter the GSI salary rate in Item 820, Assigned Salary Rate).
- 6. Appointments effective 07/01/07 or later and Item 450, Prior State Service = 1, 3, or 4.

No SCR or GEN transaction is required. However, enter the salary rate in Item 820, Assigned Salary Rate on the appointment transaction.

7. Reinstatements effective 06/30/07 or prior, including A57, A58, A68 and 565 with Job Injury Code = 4 (if prior status was Job Injury Code = 7) transactions.
 - a. AXX or 565.
 - b. 715 effective the same date as the A68 or 565 transaction, if applicable to change Item 330, Anniversary Date and/or Item 430, Probationary Period, due to non-qualifying pay periods.
 - c. SCR effective 07/01/07 (enter the SCR salary rate in Item 820, Assigned Salary Rate and code 65 in Item 719, Detail Transaction Code).
 - d. GEN effective 07/01/07 (enter the GSI salary rate in Item 820, Assigned Salary Rate).
8. Reinstatements via the A57 or A58 transaction effective 07/01/07 or later.
 - a. A57 or A58 (reinstate at the old salary rate).
 - b. SCR effective the same date as the A57 or A58 transaction (enter the SCR salary rate in Item 820, Assigned Salary Rate and code 65 in Item 719, Detail Transaction Code).
 - c. GEN effective the same date as the A57 or A58 transaction (enter the GSI salary rate in Item 820, Assigned Salary Rate).
9. Reinstatements via the A68 or 565 transactions with Job Injury Code = 4 (if prior status was Job Injury Code = 7) effective 07/01/07 or later.
 - a. A68 or 565.
 - b. 715 effective the same date as the A68 or 565 transaction, if applicable to change Item 330, Anniversary Date and/or Item 430, Probationary Period, due to non-qualifying pay periods.
 - c. SCR effective same date as the A68 or 565 transaction (enter the SCR salary rate in Item 820, Assigned Salary Rate and code 65 in Item 719, Detail Transaction Code).
 - d. GEN effective same date as the A68 or 565 transaction (enter the GSI salary rate in Item 820, Assigned Salary Rate).
10. When processing the transactions per condition #3, #8 or #9 above, audit message 9320-02 or 330-02 will be received if the employee's salary rate is below the new minimum rate or was the old maximum rate. Attach the audit message to the PPT input document package and submit to PPSD for processing.
11. If a correction to a previously keyed 07/01/07 effective date transaction (i.e. keyed prior to the 07/01/07 effective date SCR and GEN transactions) is processed, audit message 9320-02 or 330-02 may be received. The transactions with the audit message attached to the PPT input document need to be submitted to PPSD for processing. Refer to the PIMS Manual for out-of-sequence processing. If other audit messages are received, please contact your CSU Audits' Representative.
12. Transactions not identified above, process as usual.

If you have any questions regarding the update process or above guidelines, please contact your CSU Audits' Representative.

PMAB:JB:DS